

17 September 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 37  
13 - 17 September 1971

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1. [ ] NPIC Training Officer, visited AIR on 14 September and informed us that NPIC has devised a "Director's Opportunity Program" to assist the development of lower-grade disadvantaged employees. Culling from professional positions those activities which did not require professional skills, seven new jobs were created and job descriptions written at the GS-07 and -09 levels. The job descriptions were circulated in NPIC; about 60 employees applied for the Program. Seven employees at the GS-04 and -05 levels were selected by the six supervisors who will be responsible for their development, and these seven have been placed in the new jobs at their present grade level. NPIC plans to offer these employees appropriate training over the next 12 - 18 months with the goal of producing effective enough performances to qualify them for the jobs at the new GS level. NPIC is asking OTR's assistance in developing a training program which will help these people achieve the goal of qualifying for the higher-grade jobs. [ ] will confer with Mr. [ ] and assist him in producing a course of study for each of the people in the Program. Both internal and external courses will be scrutinized and either or both will be utilized wherever applicable. Mr. [ ] mentioned that this "pilot" Program received the DDI's and the Director's approval.

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2. On 10 September [ ] attended the opening ceremony and tour of the Communications and Office Skills Training Center, Civil Service Commission, located at 1121 Vermont Avenue, N.W. Mayor Walter Washington, one of the CSC Commissioners, and Mr. Rubens, Director of the Center, spoke at the opening ceremony. The facilities and equipment were impressive; the emphasis seems to be on individualized instruction. Detailed information on the courses and training equipment is being circulated.

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3. AIR received a memo from [ ] Chief, [ ] OSR, regarding ideas on the type of training that would be useful to OSR weapons analysts. He suggested beginning with armor orientation and training since both Fort Knox and Fort Meade are near Washington. Suggestions included lectures on tank sub-systems and tank tactics; opportunity to drive tanks; opportunity to fire main and secondary tank armament; short visit to a tank maintenance facility; and living with a tank troop for two to three days and participating in their activities. Mr. [ ] will be getting together with [ ] to discuss these proposals. This is a follow-up to an earlier memo from Bruce Clarke, Director, OSR, to the DTR.

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4. Sensitivity training again from TSD -- Benjamin [ ] Chief of Operations, will attend the Midwestern Laboratories for Executive Development, being conducted by the NTL Institute for Applied Behavioral Science at Lake of the Ozarks, Missouri. Phase I will run from 12 - 18 November and Phase II in early 1972. Tuition for this course is \$600.00. Mr. [ ] will attend [ ]

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5. [ ] Special Assistant to the Director of ORD, visited ISS twice this week in connection with the second running of the contract course, Intelligence Engineering Systems Analysis, which will begin on 18 October and run for approximately 10 months. Classes will be held in Headquarters on alternate Mondays from 0900 to 1300 hours. The pilot running of this course, given under contract with [ ] 25X1A5a2 [ ] ended in May 1971. Mr. [ ] has prepared a 25X1A9a detailed report on all aspects and is routing it to the DDS&T, the DTR, and the DDS. We are preparing a memorandum to the Senior Training Officers announcing the second running, as we did last year, with an attached questionnaire which will double as a registration form. Enrollment in the last course was divided between (ORD, OEL, OSP, OSI, FMSAC); DDI (NPIC); DDS (OC); and DDP (TSD). The main objective of this course is to enhance technical skills and relate an emerging body of sophisticated technical tools, those of stochastic problem solving, to current Agency intelligence applications. ORD will again fund the course.

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6. Administrative briefings were given to:

a. [ ] ORD, who has been selected by the CSC for the 1971-72 Fellowship in Congressional Operations Program. The regular

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program runs from mid-November 1971 until September 1972 and includes 25 Federal Government participants, eight journalists, and eight political scientists. [ ] is among the seven Federal employees selected to report two months (20 September) to participate as Foreign Affairs Fellows within the broad framework of the Congressional Fellows program. We arranged a meeting for [ ] a recent graduate. [ ] also plans an early meeting with [ ] OGC.

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b. [ ] FE, sponsored for full-time academic training in market research and international business. The training will extend over two semesters at American University, at an approximate cost of \$1,900; in the same time frame, he will take [ ] language training at OTR/LS in preparation for an assignment in [ ]

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7. Agency students at the Senior Service Schools are submitting their titles for research paper/staff studies. The titles are being sent to the appropriate offices for clearances. To date, we have received the following:

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a. [ ] IAS, National War College, presents his second topic for approval: An assessment of the current campaign to counter aircraft hijacking. His first topic was disapproved (India's Nuclear Celibacy -- Will it Survive?).

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b. [ ] OSI, National War College -- Nuclear Non-Proliferation: A Successful Policy.

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c. [ ] WH, National War College -- Terrorism as a Revolutionary Tactic.

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d. [ ] OS, Armed Forces Staff College -- To analyze the participation of AFSC Class #50 in Project Long Haul to assist the AFSC in evaluating the program and as a basis for instituting possible changes as may be deemed appropriate. (Project Long Haul is an extra-curricular athletic activity in which all students at AFSC are encouraged to participate.)

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e. [ ] IAS, Armed Forces Staff College, submits three possible topics for approval awaiting final

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determination from his advisor at AFSC:

(1) To determine the optimal method of replacing present US strategic sea-borne and land-based missile systems.

(2) To determine the best alternative for relocation of a VP support base should ICELAND withdraw from NATO and the NATO airfield at Keflavik be denied to US Forces.

(3) To determine the optimal method of implementing the Nixon Maritime Construction Program to meet naval requirements for 1975.

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8. [ ] GS-12 from IRS, is our only nominee for A Survey of Intelligence Information which will be conducted at the Defense Intelligence School's Information Science Center, 20 September - 8 October. Our quota is six.

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9. Last year the Office of Management and Budget conducted at two-day Federal Management Improvement Conference and Government agencies were given a quota for attendance. The Agency filled its quota of two; Messrs. [ ]

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and [ ] attended. This year the invitation went directly to O/PPB. John Clarke, Director, PPB, proposed to Colonel White that he (Mr. Clarke) and one of his officers, [ ] attend. Mr. Coffey also nominated [ ] OTR, to be the DDS nominee. AIR has been working directly with EO/DDS on this and luckily has been able to procure a third space. Mr. [ ] will join the two O/PPB officers in the conference. Tuition is \$70.00 per person.

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10. [ ] Chief Instructor, OCS Training, told me he was losing two classrooms in the 1 D Corridor at Headquarters due to expansion of the Computer Center and in absorption of ORD elements. He wishes to use OTR classrooms in C of C and he also needs more time in our Headquarters classrooms. I promised to help him in both instances.

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[ ]

Chief

Instructional Support Staff

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